

CHECKLIST:

Did You Do The Following?

Make sure you check your paperwork carefully!**

1. Student Registration & Release forms-

- Name, address, signatures, etc.?
- Is price of plan circled?
- Do you want the optional Protection Policy?
- Does the total cost equal fee submitted?
- Complete appropriate Roundtop Release Agreement, signed by student & parent (Note which plan you selected and attach the appropriate Roundtop Release Agreement (MVC, NCC, NSP)—note: fees will not be the same on HARC Registration form as on Roundtop Registration Form due to additional admin/transportation fee). This will be a separate form.

2. Form of Payment

- **Check-**
 - Check made out to **HARC**
 - Is the student's name on memo line of check?
- **Visa, MasterCard, Discover**
 - Card Number, Cardholder name, Expiration Date?
 - List multiple students if paying for more than one on same card.

3. Picture-

- **Is Hempfield Rec AND the student's name printed on the back of the photo?**
 - Minimum size of picture is 1 ½" X 2."
 - Please paper clip; DO NOT STAPLE to packet.

4. Reminders-

- Ski Roundtop will charge you \$25 for any change/refund request after November 1, 2014.
- Complete a Non-Lesson Agreement ONLY if you have completed Level 6 and are not taking lessons.

CHECKLIST:**

MUST SUBMIT THESE FORMS (with all signatures on/before 10/22*):

- _____ HARC Registration Form
- _____ Photo (w/Hempfield Rec and student's name on back, paper clipped to packet)
- _____ Roundtop Form (for plan selected)
- _____ Form of Payment

OPTIONAL FORMS:

- _____ Roundtop Ski/Board Rental Form (if rental included in plan)
- _____ Non-Lesson Agreement (complete ONLY if you have completed Level 6 and are NOT taking lessons)

***PLEASE NOTE: \$25 LATE FEE FOR REGISTRATIONS RETURNED TO HARC AFTER 10/22 (if space available).**

****IF these directions aren't followed, Roundtop Mt. Resort will not process your application. This could cost you additional money and your card may not be ready for the first trip.**

Thank you!